

~~SECRET~~
(When Filled In)

(b) (1)
(b) (3)
(S)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER	
SECTION A GENERAL					
1. NAME (Last) (First) (Middle) Barnard, Edward T.		2. DATE OF BIRTH 10/10/10	3. SEX M	4. GRADE 14	5. SD IT
6. OFFICIAL POSITION TITLE IO Contact		7. OFF/DIV/BR OF ASSIGNMENT DCS/New York Office		8. CURRENT STATION	
9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT			
<input checked="" type="checkbox"/> CAREER	<input type="checkbox"/> RESERVE	<input type="checkbox"/> TEMPORARY	INITIAL		REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See instructions - Section C)			<input checked="" type="checkbox"/> ANNUAL	REASSIGNMENT EMPLOYEE	
SPECIAL (Specify):			SPECIAL (Specify):		
11. DATE REPORT DUE IN O.P. May 1968		12. REPORTING PERIOD (From- to-) 1 Apr 67 - 31 Mar 68			
SECTION B PERFORMANCE EVALUATION					
<p>W - Weak Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>					
SPECIFIC DUTIES					
List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).					
SPECIFIC DUTY NO. 1					RATING LETTER
<div></div>					S
SPECIFIC DUTY NO. 2					RATING LETTER
Locates and develops the potential of domestic organizations and individuals as sources of foreign intelligence.					S
SPECIFIC DUTY NO. 3					RATING LETTER
Collects intelligence information; briefs and debriefs.					S
SPECIFIC DUTY NO. 4					RATING LETTER
Initiates leads and furnishes operational support to other elements of the Agency.					S
SPECIFIC DUTY NO. 5					RATING LETTER
Prepares reports, memoranda and other communications.					S
SPECIFIC DUTY NO. 6					RATING LETTER
<div></div>					S
25 APR 1968 OVERALL PERFORMANCE IN CURRENT POSITION					
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.					RATING LETTER S

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SECTION C

NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Barnard is an experienced intelligence officer, an excellent writer, and a good contact man. He expeditiously undertakes anything asked of him and displays imagination and considerable enthusiasm for his duties. He provides excellent support to representatives of the Clandestine Services and other agency components. He is both security and cost conscious.

The only concern which I have previously had was for the relative volume of Mr. Barnard's work. While he was willing to undertake anything we asked of him, we were not asking enough. His Case load by NYFO standards was comparatively low, and thus, his report totals were low. This situation was changed, however, when the transfer of another office member in late 1967 made it necessary to reassign a large corporate account. Mr. Barnard offered just the combination of experience and personality desired for the account. In spite of the distance involved he cheerfully accepted the new assignment and has done a fine preliminary job in becoming acquainted with it. Both his Case and report totals have begun to rise and he is ably filling what would otherwise have been a severe gap in office coverage.

SECTION D

CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE 16 April SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION

IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

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DATE 9 April 1968 OFFICIAL TITLE OF SUPERVISOR

Chief, New York Office

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

DATE 17 April 1968 OFFICIAL TITLE OF REVIEWING OFFICIAL

Director, DCS

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